



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 12/19/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received DEC 19 1973	Application No. 74-30	Date Completed JAN 28 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - Pre-Construction Section Office of Right-of-Way Atlanta, Georgia		4. Person to Contact <i>Joe E. Brown</i> Joe E. Brown		
		5. Working Title State R/W Engineer	6. Tel. No. 656-5372	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1950 - To Date

9. Exact Series Title

Right-of-Way Surplus Land File

10. What is the function of the office in which this record series is created The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. The Division of Highways is divided into four sections: the Pre-Construction Section, which determines project location through aerial photography and mapping, designs the bridges and roads involved, and obtains the right-of-way necessary; the Construction Section, which conducts the tests of soil and materials involved, oversees construction and assures quality control, and supervises the seven District Offices throughout the state; the Operations Section, which issues permits and enforces regulations governing overweight and oversize vehicles, design improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of-ways, administers State-Aid, and maintains the quality of highways; and the Federal Liason Section, which works to obtain Federal funds and expedite compliance with Federal Highway Administration requirements on Federal-Aid projects.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the sale of surplus land acquired for right-of-way.

Included are: Bid Proposal on Surplus Property - Land
Resolution by the Commissioner
Executive Order
Quit Claim Deed

File is arranged numerically by project number, thereunder chronologically by year

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				2½	5
Legal-size File Drawers	5	10	Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)	
				8	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				40	40
				Preceding Year's	All Prior Year's
				30	20

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [X] ☐ []
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [X] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept Permanent ☒ [X] years

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [X] Other See below. then:

- ☐ [] Hold in the current files area month(s)/ 5 year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s) Beyond Jan 1,
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.

☒ [X] Other: (Specify) After sale of surplus property, place in inactive file. Cut inactive file at end of calendar year, hold in current files area five years, transfer to State Archives, hold 45 years, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 12/1/74

26. Recommendations in Paragraph 25 are:		<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date
State	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	William M. [Signature]	1-23-74
Records	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	Carroll Hart	1-23-74
Committee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	Robert [Signature]	1-24-74

RIGHT-OF-WAY SURPLUS LAND FILE

Explanation of Yes Answers 14-23

17. The series initiates the sale of surplus property and terminates right-of-way clearance.
22. FHWA Policy and Procedure Memorandum 30-9 states that the series must be retained 3 years after final Federal payment of the project.
23. The file must be retained permanently in order to adequately protect the State's interests.